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ABSTRACT

Prepared for users of OCLC terminals at the Michigan State University library, this manual provides a brief description of the contents of the OCLC database, instructions for constructing search requests in OCLC, guidelines for interpreting OCLC search results, a key to "reading" the OCLC screen, an overview of typical terminal responses and what to do about them, instructions for qualifying searches by type of publication and by publication date, an overview of title word peculiarities and personal name peculiarities in the OCLC system, a list of stopwords for the OCLC database, a glossary of terms employed in the manual, and an index. Search request parameters are described for book titles, periodical titles, author/title combinations, personal authors, and corporate authors. An illustration of the OCLC display screen and keyboard is included. (JL)

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THE OCLC TERMINAL:

An Instruction Manual

By

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INTRODUCTION

OCLC is a database containing catalog information on over 7,000,000 books, periodicals and other types of library materials in more than 2500 libraries across the country, and it is growing at the rate of almost 100,000 titles per month.

OCLC can be useful to you in the following situations:

*To find out which area libraries have the item you need when you have accurately determined that the M.S.U. Libraries do not own it.

*To verify or complete citations in order to cite them in a bibliography or to request them from Interlibrary Loan.

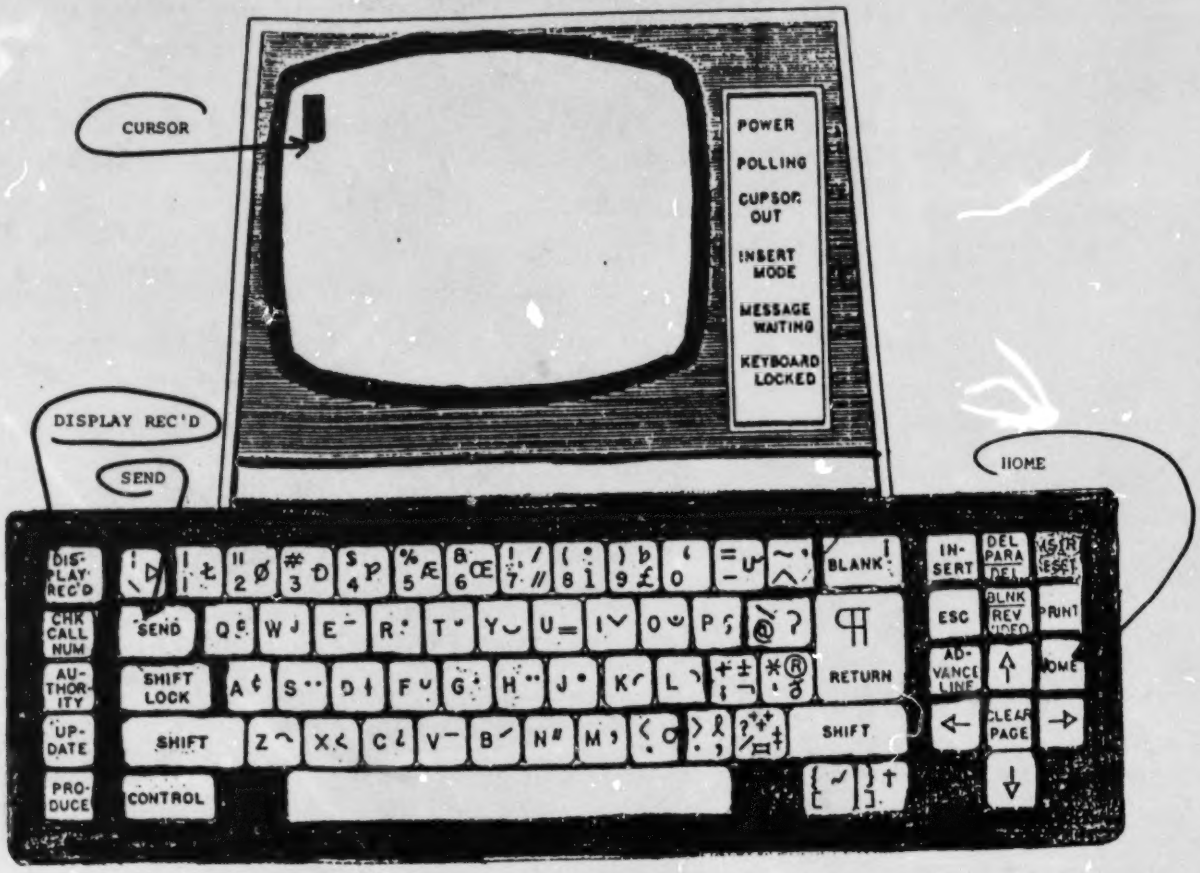
Access to individual titles is by author, title or author/title combination, NOT by subject.

M.S.U. joined OCLC in late 1975, when we began entering our newly cataloged acquisitions. Like most of the other member libraries, we did not enter previously cataloged materials into the database. Consequently, one should not assume that any member library does not own a particular item just because OCLC does not specifically show that it does. Since 1976 most materials cataloged in the M.S.U. Libraries will be in the OCLC database.

This manual provides simple and thorough instructions for users, but if you should need help, Reference librarians are close by to answer any questions.

DO NOT CONFUSE THIS MACHINE WITH THE CLSI TERMINAL. IT IS NOT USED TO DETERMINE WHAT IS CHECKED OUT OF THE M.S.U. LIBRARY OR TO DETERMINE HOW MANY COPIES WE OWN.

OCLC KEYBOARD DISPLAY



OCLC SCREEN DISPLAY

```
      ***EEM = MICHIGAN STATE UNIVERSITY LIBRARIES***

EEM - FOR OTHER HOLDINGS, ENTER dh DEPRESS DISPLAY RECD SEND
 OCLC: 892340        Rec stat: n Entrd: 740613        Used: 810407
Type: a Bib lvl: m Govt pub:   Lang:  eng Source:    Illus: c
 Repr:   Enc lvl:   Conf pub: 0 Ctry:  nyu Dat tp: s M/F/B: 10
 Indx: 1 Mod rec:   Festschr: 0 Cont:
 Desc:   Int lvl:   Dates: 1974,
  1 010      73-22334
  2 040      DLC c DLC d m.c.
  3 019      972066
  4 020      067121781X
  5 043      n-us--- a n-us-dc

  6 050 0    E860 b .B47                    ***CALL NUMBER***

  7 082      364.1/32/0973
  9 049      EEMR

                                            ***AUTHOR***
 10 100 10   Bernstein, Carl, d 1944-
                                            ***TITLE***
 11 245 10   All the President's men c [by] Carl Bernstein [and] Bob Wo

 12 260 0    New York, b Simon and Schuster c [1974]
                                            ***PLACE,PUBLISHER,DATE***
 13 300      349 p, b ports. c 24 cm.
 14 350      $8.95
 15 500      'Portions of this book have appeared in Playboy magazine.'
 16 650  0   Watergate Affair, 1972-
 17 630  0   The Washington post.
 18 600 10   Bernstein, Carl, d 1944-
 19 600 10   Woodward, Bob, w cn
 20 700 10   Woodward, Bob, e joint author, w cn
```

CONSTRUCTING A SEARCH REQUEST

1. Select the kind of search you want to do: BOOK, PERIODICAL, PERSONAL AUTHOR, CORPORATE AUTHOR or AUTHOR/TITLE. (SEE SEARCH REQUEST TABLE BELOW)
2. Make sure the CURSOR is at the HOME POSITION. If the blinking green light is not in the extreme upper left corner of the screen, tap the HOME key at the lower right of the keyboard (SEE KEYBOARD DIAGRAM p. 3).
3. Type the elements of the search request.
   a. Omit initial articles in titles.
   b. If you make a typing error, use the ← key to back up and then retype correctly. Don't worry about mistakes, you can always try again.
4. Tap the DISPLAY REC'D key, the SEND key. (SEE KEYBOARD DIAGRAM p. 3)
5. It is important to follow instructions carefully.

SEARCH REQUEST TABLE

KIND OF SEARCH	SEARCH REQUEST FORMAT
BOOK TITLE:	
3,2,2,1	xxx,xx,xx,x
3,2,1,1	xxx,xx,x,x
3,1,1,1	xxx,x,x,x,
3,1,,	xxx,x,,
	Based on the first four words of the title: - 1st 3 letters of 1st word - comma - 1st 2 letters of 2nd word - comma - 1st 2 letters of 3rd word - comma - 1st letter of 4th word.
EXAMPLE: Catcher in the Rye	cat,in,th,r

ALWAYS USE 3 COMMAS

PERIODICAL TITLE:

3,2,2,1/ser	xxx,xx,xx,x/ser	Based on the first four words of the title:
3,2,1,1/ser	xxx,xx,x,x/ser	- 1st 3 letters of the 1st word
3,1,1,1/ser	xxx,x,x,x/ser	- comma
3,1,1,/ser	xxx,x,,/ser	- 1st 2 letters of the 2nd word
		- comma
		- 1st 2 letters of the 3rd word
		- comma
		- 1st letter of the 4th word
		- /ser

EXAMPLE: Journal of Consulting and Clinical Psychology — jou,of,co,a/ser

ALWAYS USE 3 COMMAS AND /SER

AUTHOR/TITLE:

4,4	xxxx,xxxx	Based on the author's last name and the first word of the title:
4,3	xxxx,xxx	- 1st 4 letters of the author's last name
3,4	xxx,xxxx	- comma
3,3	xxx,xxx	- 1st 4 letters of the 1st word in the title.

EXAMPLE: J. D. Salinger
Catcher in the Rye — sali,catc

ALWAYS USE 1 COMMA

PERSONAL AUTHOR:

4,3,1	xxxx,xxx,x	Based on the author's last name, first name and middle initial:
4,2,1	xxxx,xx,x	- 1st 4 letters of last name
4,1,1	xxxx,x,x	- comma
3,1,1	xxx,x,x	- 1st 3 letters of first name
4,1,	xxxx,x,	- comma
		- middle initial, if any

EXAMPLE: Jerome David Salinger — sali,jer,d

ALWAYS USE 2 COMMAS

CORPORATE AUTHOR:

NOTE-- Only operational from 8:00 am - 9:00 am and 5:00 pm - 10:00 pm Monday through Friday and 9:00 am - 8:00 pm on Saturday.

6.

=4,3,1	=xxxx,xxx,x	Based on the first significant word* and the next 2 words in the corporate name:
=4,2,1	=xxxx,xx,x	
=4,1,1	=xxxx,x,x	
=4,3,	=xxxx,xxx,	- equal sign
=4,2,	=xxxx,xx,	- 1st 4 letters from the 1st significant word in the corporate name
		- comma
		- 1st 3 letters from the next word in the corporate name.
		- comma
		- 1st letter from the next word in the corporate name.

EXAMPLE: Lansing Community College =lans,com,c

*The first significant word is the first word that occurs after any initial stop word(s) (SEE STOP LIST) p. 15). After you identify the first significant word, make no further reference to the stoplist.

ALWAYS USE = AND 2 COMMAS

RESULTS OF SEARCHING

SINGLE RECORD

(SEE SCREEN DISPLAY)

	MESSAGE	EXPLANATION
1.	EEM - FOR OTHER HOLDINGS, ENTER dha DEPRESS DISPLAY REC'D KEY THEN SEND KEY	1. The M.S.U. Library and other libraries own this item.
2.	NO HOLDINGS IN EEM - FOR HOLDINGS ENTER dha DEPRESS DISPLAY REC'D KEY THEN SEND KEY.	2. If the M.S.U. Library owns this item it is not in the OCLC database. CHECK OUR CARD CATALOG. Other libraries do own this item.

MULTIPLE RECORDS

If your search request retrieves several records, the system then displays a list of shortened, or truncated, records. Each entry represents either one item or a group of items. An entry that represents a group of items has less information and appears in UPPERCASE letters. The number of records is shown in parentheses.

If you wish to view an item or group of items further:

1. Move the CURSOR to HOME position.
2. Type the line number of the entry.
3. Depress the DISPLAY REC'D key then the SEND key.

TO SEE OTHER LIBRARIES' HOLDINGS

All Holdings: Type the letters " dha " depress the DISPLAY REC'D KEY then the SEND key.

Holdings in Michigan: Type the letters " dhs " depress the DISPLAY REC'D key then the SEND key.

Holdings in the Region (Michigan, Indiana, Ohio, Wisconsin, Ontario): Type the letters " dhr " depress the DISPLAY REC'D key then the SEND key.

TO SEE THE FULL BIBLIOGRAPHIC INFORMATION FOR THE ITEM AFTER VIEWING THE SYMBOLS OF THE LIBRARIES OWNING COPIES

Type the letters " bib " depress the DISPLAY REC'D key then the SEND key.

"READING" THE OCLC SCREEN

The display on the screen provides information on a given book, periodical, map, record, or musical score. This information includes what is typically found on a catalog card: author, title, place of publication, date of publication, publisher, editors, editions, subject headings and so on.

Notice the 3 digit numbers that run down the left side of the bottom half of the screen. The following numbered lines contain the basic catalog card information:

090 or 050 line	always contains the	CALL NUMBER
100 line	" " "	AUTHOR'S NAME
245 line	" " "	TITLE of the item
260 line	" " "	PLACE OF PUBLICATION, PUBLISHERS, DATE OF PUBLICATION
6XX line	" " "	Library of Congress SUBJECT HEADING(s) for the item.

THE CALL NUMBER USED IN THE M.S.U. LIBRARIES MAY VARY SOMEWHAT FROM THAT USED ON THE RECORD.

M.S.U. Library does use the same SUBJECT HEADINGS as the Library of Congress. If the M.S.U. Library does not own the item you find on the screen you may be able to find other books on the same topic by looking in the subject card catalog under the SUBJECT HEADINGS(S) printed on any 600 line.

The OCLC NUMBER appears on the second line of the screen display. If you wish to request an item through Interlibrary Loan, please include this number with your request.

TYPICAL TERMINAL RESPONSES AND WHAT TO DO ABOUT THEM

"MESSAGE NOT CLEAR"

1. Check your spelling and commas.
2. Retype the search request correctly.
3. If you still need help, ask at the Reference Desk for help.

"XXX,XXX IS NOT IN TITLE (PERSONAL AUTHOR or CORPORATE AUTHOR or AUTHOR/TITLE) INDEX"

1. The computer did not find your item.
2. Check your spelling and commas.
3. Try a different search request.
4. If you still need help, ask at the Reference Desk for help.

"SCREEN 1 OF 2"

1. The record for the item you seek is long.
2. To see the second screen: type " ns " depress DISPLAY REC'D key then the SEND key.
3. To get back to the first screen type " ps " depress DISPLAY REC'D key then the SEND key.

"YES OR NO
XXX,XXX PRODUCES MORE THAN FIFTY ENTRIES.
DO YOU WISH TO CONTINUE YOUR SEARCH?"

1. If you can construct a more distinctive search request you should do so. (SEE QUALIFYING SEARCHES BY TYPE OF PUBLICATION AND DATE p.10.)
2. To continue the search you have begun type " yes " depress SEND key. (SEE MULTIPLE RECORDS p. 6)
3. If you still need help, ask at the Reference Desk.

"REQUEST IMPOSSIBLE"

1. You have asked the machine to display something it was not able to do.
2. Ask at the Reference Desk for help.

"1st MESSAGE IN PROCESS"

You have typed and sent a second message to the computer before it had processed the first. Wait five minutes, if computer does not respond by then, ask for help at the Reference Desk.

"OCLC SYSTEM DOWN"

The OCLC system is not available at this time.

"INCORRECT QUALIFIER"

1. Recheck the qualifiers for type of material and year(s) of publication for errors.
2. Be sure you are using the number 1 key in typing the year of publication qualifier, NOT the small letter l.
3. If you still need help, ask at the Reference Desk.

"CORPORATE AUTHOR SEARCH UNAVAILABLE AT PEAK HOURS"

Corporate authors may only be searched from 8:00 am - 9:00 am and 5:00 pm - 10:00 pm Monday through Friday and 9:00 am - 8:00 pm on Saturday.

"PLEASE RESUME"

1. The OCLC system has been out of service but has now resumed operation.
2. Ask at the Reference Desk for help.

"RETRY IN 10 (15, 30) MINUTES" or "RETRY MOMENTARILY"

The OCLC system will be out of service for a short period of time. Try again later.

QUALIFYING SEARCHES BY TYPE OF PUBLICATION AND DATE

After typing a search request, it is possible to "qualify" or make the search more specific, by restricting the retrieval to certain forms of material or to specific dates of publication or both.

TO LIMIT RETRIEVAL BY FORM OF MATERIAL

After typing the search request, type a slash (/) followed by the three letter abbreviation for the type of material you want.

ABBREVIATIONS -

bks - books
ser - serials, periodicals, journals, magazines
mss - manuscripts
sco - musical scores
map - maps
rec - phonograph records

TO LIMIT RETRIEVAL BY DATE OF PUBLICATION

After typing the search request, type a slash (/) followed by the year of publication as closely as can be determined.

EXAMPLES -

1973	--indicates exact year of publication
197?	--indicates decade of publication
19??	--indicates century of publication
1973-	--indicates single & later years, inclusive
-1973	--indicates single & earlier years, inclusive
1973-8 or 1963-73 or 1873-978	--indicates publication occurred within an inclusive span of years.

EXAMPLE - War and Peace, published in the 20th century

SEARCH REQUEST - war,an,pe,/bks/19??

TITLE WORD PECULIARITIES

These are basic, general rules. For further assistance, please ask at the Reference Desk.

ACRONYMS, INITIALS OR ABBREVIATIONS IN A TITLE

If there are no spaces between the letters, search the acronym or abbreviation as one word. Ignore any punctuation, such as periods, which occurs within the abbreviation or initialism. If the letters are separated from each other by a space, treat each letter as if it were a separate word. You may need to SEARCH BOTH WAYS.

EXAMPLES -

RSTD Newsletter	rst,ne,,/ser
D. H. Lawrence Companion	d,h,la,c

NUMBERS IN A TITLE

The numbers 0-9 are searched as they appear in the title. If you are unsure whether the numbers are spelled out in words in the title of the publication, you may need to SEARCH BOTH WAYS.

EXAMPLES -

1984	198,,
Nineteen Fourteen	nin,fo,,

CHARACTERS WHICH ARE PART OF THE SEARCH STRATEGY WHEN THEY OCCUR IN A TITLE

These symbols, & $ * % @ , are searched as they appear in the title of the publication. If you are unsure whether or not the symbol is used in the title, as opposed to spelling out the word for the symbol, you may need to SEARCH BOTH WAYS.

EXAMPLE -

Sue the b*st*rds	13sue,th,b*,

CHARACTERS TO IGNORE WHEN CONSTRUCTING A SEARCH REQUEST

Do not include punctuation or diacritical marks and the following symbols when constructing a search request. Some of the most common marks to ignore:

number sign	(#)	comma	(,)
apostrophe	(')	acute accent	(´)
hyphen	(-)	grave accent	(`)
umlaut	(")	slash	(/)
		equal sign	(=)

EXAMPLES -

How-to-do-it book of beekeeping	how,bo,of,b
C* - algebras	c*a,,,

ALPHABETIC OR PHONETIC CHARACTERS NOT USED IN THE MODERN ENGLISH LANGUAGE

Search the letter æ by typing ae.
Search the letter œ by typing oe.
Search the letter ø by typing o.
For assistance with these or other foreign letters, ask at the Reference Desk.

EXAMPLES -

Ole Rølvaag, artist and cultural leader	ole,ro,ar,a
Œuvres morales et spirituelles inedites	oeu,mo,et,s
Æsop's fables	aes,fa,,

ARTICLES AS THE FIRST WORD IN THE TITLE

Articles are NEVER part of the search strategy when they are the FIRST word in the title in any language. Below is a list of the articles in French, German, Italian and Spanish EXCLUDED from the search request when they appear as the first title word. Do include these articles when they appear within the title of the publication

FRENCH: Un, Une, Le, La, L', Les
GERMAN: Ein, Eine, Der, Die, Das
ITALIAN: Un, Uno, Una, La, Le, L' Lo, Il, I, Gli, Gl', Un'
SPANISH: Un, Una, El, La, Lo, Los, Las

EXAMPLES -

Le petit prince	pet,pr,,
Die Habsburgermonarchie 1848-1918	hab, 18,,

SUBTITLES

Subtitles should NEVER be part of the search request. Cataloging rules determine whether or not a book has a subtitle. Sometimes the colon (:) or semicolon (;) is used to indicate the beginning of a subtitle. Try searching the title BOTH ways or ask at the Reference Desk for help.

EXAMPLES -

U.S.S.R.: portrait of a superpower	uss,,,
Hopi silver; the history and hallmarks of Hopi silversmithing	hop,si,,

PERSONAL/CORPORATE NAME PECULIARITIES

These are basic, general rules. For further assistance please ask at the Reference Desk.

APOSTROPHE IN THE NAME

Ignore the apostrophe and search the two parts as if they were one word.

EXAMPLE -

Sean O'Casey	ocas,sea,

MC AND MAC

If the prefix Mc or Mac is followed by an uppercase letter

(as in MacIntire), type the first letter of the name (M) followed by the following uppercase letter and 2 subsequent letters. If there is no uppercase letter following Mc or Mac use the first 3 or 4 letters from the beginning to formulate the search request. Try searching the name BOTH ways.

EXAMPLES -

James E. Macdonald	macd,jam,e
Samuel MacIntire	mint,sam,

HYPHENATED NAMES

Search hyphenated names as if various parts of the name were all one word.

EXAMPLES -

Anthony Armstrong-Jones	arms,ant,
Sun-maid Growers of California	=sunm,gro,o

ARTICLES AND PREPOSITIONS WITHIN THE NAME

Cataloging rules, based on the language of the name, determine whether or not the article or preposition serves as the beginning of the surname. Search the name as it would appear in the card catalog by ignoring the spaces between articles or prepositions and the remainder of the surname. Try searching the name BOTH ways.

EXAMPLES -

Martin Van Buren	vanb,mar,
Charles de Gaulle	gaul,cha,d

AUTHORS WITH NO SURNAME

Search the entire name as if it were one word, ignoring hyphens, periods, other punctuation and all spaces between the words in the name.

EXAMPLES -

Tiberius	tibe,,
White Bull	whit,,

STOPLIST

The following stoplist applies to corporate authors and author/title search requests.

To construct a search request using a corporate author, check whether the first word in the corporate name appears in the stoplist (exclude all articles). If the first word is NOT a stopword, begin the search request with that word and make no further reference to the stoplist. If the first word is a stopword, ignore it. Check the second word with the stoplist and so on until you come to the first word not on the stoplist. This word is treated as if it were the first word of the title. Proceed as for PERSONAL AUTHOR (SEE p. 5).

a
an
the
for
of
on
Alabama
Alaska
American
Arizona
Arkansas
Association
Australia
Bureau
California
Canada
Colloquium
Colorado
Commission
Committee
Conference
Congress
Connecticut
Council
Delaware
Department
Dept.
East
Florida
France
Georgia
Great Britain
Gt. Brit.
Gt.Brit.
Hawaii
House
Idaho
Illinois
India
Indiana
Institute
Institution
International
Iowa
Joint
Kansas
Kentucky
Louisiana
Maine
Maryland
Massachusetts
Michigan
Minnesota
Mississippi
Missouri
Montana
National
Nebraska
Nevada
New Hampshire
New Jersey
New Mexico
New York
North
North Carolina
North Dakota
Ohio
Oklahoma
Oregon
Pennsylvania
Rhode Island
Seminar
Senate
Society
South
South Carolina
South Dakota
State
Subcommittee
Symposium
Tennessee
Texas
U. N.
U. S.
U.N.
United Nations
United States
University
U.S.
Utah
Vermont
Washington
West
West Virginia
Wisconsin
Wyoming

GLOSSARY

BIBLIOGRAPHIC RECORD ——— the description of a unique item (e.g. book, periodical,map, musical scores) in the OCLC database.

CORPORATE AUTHOR ——— organizations, conferences, institutions, and other groups considered to be the author of publications.

CURSOR ——— blinking green rectangular light on the screen which indicates where the next typed letter or character will appear on the screen.

DISPLAY REC'D KEY ——— a blue key at the top left of the keyboard. Always depress this key after typing a search request to cause the results to be displayed on the screen.

FIELD ——— any one of a number of specified areas of the bibliographic record at which specific information about an item is recorded. (e.g. author, title, publisher)

GROUP DISPLAY ——— the result of a search when 100-1500 records match the search request you have typed. The records in a group display are categorized by format (type of material) and date (year of publication)

HOLDINGS STATEMENT ——— for each item in the database which is owned by more than one institution there is a list (arranged by state) of the institutions owning the item.

HOLDINGS SYMBOL ——— each OCLC participating institution's holdings are represented by a 3 character symbol. These symbols are listed in a notebook beside the terminal. MSU Library's symbol is EEM.

HOME KEY ——— blue key at the lower right side of the keyboard used to return CURSOR to HOME POSITION.

HOME POSITION ——— the extreme upper left corner of the screen to which the CURSOR returns after displaying a message and from which all search requests must be typed.

MULTIPLE RECORDS ——— when more than one but less than 50 items exactly match the search request these are the shortened descriptions which appear on the screen.

OCLC NUMPER ——— control number assigned by OCLC which is unique to each item entered into its database.

PERIODICAL ——— any publication which is published periodically whether regularly or irregularly.

QUALIFIER ——— qualifiers are used to restrict search retrieval. Qualifiers are of two types: format (type of publication) or date (year of publication).

RECORD ——— a collection of related bibliographic elements treated a unit. The record for each title contains the description of the item.

SCREEN ——— the viewing screen of the terminal. Also used to refer to the amount of data which may be displayed on the screen at one time.

SEND KEY ——— blue key near the top of the keyboard. Always depress this key following the DISPLAY REC'D key to send your search request to the computer.

STOPLIST ——— a list of words intentionally excluded from search requests for corporate authors.

STOPWORD ——— a word in a stoplist.

SUBJECT HEADINGS ——— the word or phrase describing the subject of an item.

TERMINAL ——— the machine used to search the OCLC database.

TRUNCATED DISPLAY ——— shortened records displayed on the screen when 2-30 (or 1-2 screens worth) items are retrieved by the search request you have typed.

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